



ATTACHMENT A  
**ARTIST'S SPECIFICATION SHEET**

ACCESSION NO. \_\_\_\_\_

ARTIST

NATIONALITY

Title of work

BIRTHDATE

Medium or material

Edition information

Where was the work completed? (i.e. name of studio, foundry, etc.)

Date work completed:

Date work installed:

Collaborating artist

Fabricator other than artist

Location and description of signature, marks (copyright mark if it occurs)

Exhibitions and collections (note: pertaining only to the above titled work)

Reproductions and periodicals (note: pertaining only to the above titled work)

Dimensions:

Painting, drawing, etc.

(without frame or mat):

Height

in

Width

in

Sculpture (without pedestal)

Height

in

Width

in

Depth

in

Apprx Wt

Frame and/or pedestal

Height

in

Width

in

Depth

in

Apprx Wt

Frame or pedestal material(s)

Glazing material (circle one):

glass

acrylic

not applicable

MEASURING:

1. Measurements are expressed in inches (not feet).
2. Take measurements to the next larger unit, not the nearest unit.
3. Record height first, then width, then depth if needed, or diameter. If more than one dimension is given for sculpture, record height first then greater horizontal dimension, then lesser horizontal dimension. If a work is circular or irregular in shape, the abbreviations "(diam.)" or "(irreg.)" follow the inch measurements in parentheses.

TECHNICAL AND MAINTENANCE RECORD (use Attachment B):

1. Specific technical information is required should repairs be necessary due to vandalism and/or natural causes.
2. Maintenance is a yearly procedure performed by a contracted agency; therefore it is necessary to be clear and concise with regard to materials and procedure.